

MEMORANDUM

To: DHS Division and Office Directors

From: Mark E. Ward
Deputy Director

Date: April 28, 2008

Subject: *Training/Conferences, Speaker Fees, and Conference Sponsor Approval Requirements*

All Department retreats/conferences/symposiums must follow applicable State policy (see Department policy 01-07). The following provides additional Executive Director's Office approval requirements:

Training/Conferences

Approval from the Executive Director's Office is required PRIOR to registering any staff and/or non-staff to attend training, conferences, or working retreats where Division or Office registration costs exceed \$1,000.

Speaker Fees

Approval from the Executive Director's Office is required PRIOR to scheduling any speakers with costs exceeding \$1,000.

Conference Sponsor

Approval from the Executive Director's Office is required PRIOR to sponsoring any retreats/conferences/symposiums with payment exceeding \$1,000.